

WATER RESOURCES MANAGER

DEFINITION

Under general supervision, plans, organizes and coordinates the City's water resources activities, including coordinating development of water supply plans, alternative water supplies, regional partnerships, and dry-year water supplies.

DISTINGUISHING CHARACTERISTICS

This is a division head management classification allocated to the Water Resources Division of the Utilities & Environmental Services Department. The incumbent is responsible for the program and policy goals and objectives for the City's water resources development and management, including the City's groundwater management, recycled water program, water conservation activities and water-related sustainability goals.

SUPERVISION RECEIVED

Receives general supervision from Director of Utilities & Environmental Services (U&ES).

SUPERVISION EXERCISED

May exercise direct supervision over technical and administrative support personnel.

ESSENTIAL DUTIES

Duties may include, but are not limited to:

Manage, direct and implement water resources activities, including recycled water projects, dry year supplies, groundwater management, water conservation and water transfers.

Consult with and advise the Director of U&ES on issues relating to water resources.

Prepare technical analysis related to water resources, including development of water demand projections and water supply allocations during droughts.

Research and prepare complex technical and administrative reports and recommendations on water resources planning issues, and provide presentations to senior management and City Council.

Identify and implement needed capital improvement projects related to water resource supply and management.

Manage environmental assessment, in compliance with the California Environmental Quality Act (CEQA) and National Environmental Policy Act (NEPA), related to water resource projects.

ESSENTIAL DUTIES (continued):

Directs the City water conservation and water use efficiency programs, including development and implementation of innovative programs for residential and non-residential customers.

Work cooperatively with federal, state, and regional entities regarding a variety of water resources issues and represent the City in negotiation and development of joint projects and multi-agency agreements.

Evaluate legislation and regulations as they pertain to water supply and prepare comments to protect the City's interests.

Develop or direct development of water supply assessments in compliance with California Water Code and any subsequent laws and regulations which are enacted to integrate land use and water supply planning.

Oversee preparation and adoption of Urban Water Management Plans.

Obtain and manage loans and grants for water supply projects and programs.

Prepare and issue requests for proposal and professional services agreements. Participate in the selection and provide direct and close supervision of private consultants and professional engineers and other professional and technical staff for the development of assigned projects, plans and specifications, studies and reports.

Plan, prioritize, assign, supervise and review the work of administrative and technical staff involved in duties related to water resources.

Compile and develop information for special studies and reports from a variety of resources; collect, compile and report findings and recommendations.

Serve as a technical resource and assist as needed in the preparation of Water and Wastewater System Master Plans.

Assist in preparing goals, objectives and budget requirements related to water resources programs.

Evaluate, recommend and assist in implementation of advanced technologies in water resources.

Coordinate, compile and draft City Council and Council committees, and boards and commissions communications, as assigned, including reports, presentation materials, agendas and meeting minutes.

Make presentations to various elected and appointed councils, boards, commissions, committees and community groups.

ESSENTIAL DUTIES (continued):

Champion the implementation of sustainable initiatives in the City's water resources activities.

Build and maintain positive working relationships with co-workers, other City employees and the public using principles of excellent customer service.

Perform related duties as assigned.

JOB RELATED AND ESSENTIAL QUALIFICATIONS

Knowledge of:

Current methods, techniques, principles and practices of water resource planning, including supply, storage, groundwater, recycled water, and water transfers.

Hydrologic concepts.

Engineering economics.

Computer applications relating to water resources planning and modeling, including basic knowledge of GIS tools, to prepare materials related to water resource management.

Principles and practices of public policy development and implementation.

Typical water project funding sources, including grants and loans, development of applications and administration.

Requirements of environmental impact assessments, CEQA, and NEPA where applicable, and related regulatory processes.

Pertinent federal and state laws and regulations related to California water resources, as well as local ordinances and policies.

Principles and practices of analytical research, project administration and consultant management.

Principles of budget development and administration.

Techniques and principles of effective interpersonal communication.

Principles and methods report writing and presentations.

General functions and objectives of municipal government.

Research methods and techniques.

JOB RELATED AND ESSENTIAL QUALIFICATIONS (continued):

Knowledge of (continued):

Principles of supervision, training and staff resource management.

English usage, spelling, punctuation and grammar.

Arithmetic and basic mathematical calculations.

Statistics and statistical methods.

Ability to:

Implement principles, practices and methods associated with water resource management, including hydrology, hydraulics, groundwater management, recycled water, and water transfers.

Apply knowledge of water rights, laws and economics to water resource management, including development of water supplies and water transfers.

Prepare cost/benefit and alternatives analyses.

Analyze and interpret complex technical materials, financial reports and legal documents and make sound recommendations.

Identify, apply for, procure and manage funding grants and loans.

Prepare, or oversee preparation of, environmental assessments in compliance with CEQA.

Operate a personal computer, including sophisticated models for water demand projections and GIS applications.

Work cooperatively with representatives from federal, state and regional entities to achieve common goals, while representing the City's interests.

Prepare clear and concise written reports.

Develop and manage budgets.

Interpret, apply and explain laws, rules, code and City policies and procedures.

Understand and translate City policies and practices into everyday working practices; make sound decisions with solid problem solving methods.

Supervise, train and evaluate assigned administrative support staff.

JOB RELATED AND ESSENTIAL QUALIFICATIONS (continued):

Ability to (continued):

Establish and maintain effective working relationships with those contacted in the course of work.

Communicate clearly and concisely, both orally and in writing.

EXPERIENCE AND EDUCATION

Any combination equivalent to experience and education that could likely provide the required knowledge and abilities would be qualifying. A typical way to obtain the knowledge and abilities would be:

Experience: Five (5) years of professional-level experience in water resources planning and analysis or management of water supplies, including two (2) years of responsible supervisory or management experience.

Education: Possession of a Bachelor's degree from an accredited college or university with major coursework in natural or physical sciences or engineering. A Master's degree in a similar field is highly desirable.

License or Certificate: Possess and maintain a valid California Class C Driver's License. Registration as a Professional Engineer (PE) or equivalent professional registration/certification in a science field is highly desirable.

SPECIAL REQUIREMENTS

Essential duties require the following mental and/or physical ability to: work in a standard office environment and use standard office equipment and current software; safely drive to various locations throughout the City and County to manage, direct, coordinate and/or participate in meetings and community events in a variety of community settings and weather conditions; make effective presentations to public audiences; conduct City business during day and evening hours, including occasional weekend and irregular hours; grasp, perform repetitive hand movements and fine coordination to prepare documents and data using a computer keyboard and mouse/trackball; sit for prolonged periods of time; stand, walk, reach, bend and safely lift and move equipment and materials weighing up to 35 pounds; converse by telephone, by email, in person, and before small and large groups, and be clearly understood; read and comprehend legal, technical and complex documents; interact with the public and all different levels of City staff in an effective and professional manner. Essential functions must be performed with or without reasonable accommodation.

PROBATIONARY PERIOD: One (1) Year

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AAP GROUP:	2
FPPC STATUS:	Designated
FLSA STATUS:	Exempt